

**Department of Veterans Affairs
VACANCY ANNOUNCEMENT
VA Central Office, Washington, DC 20420**

Announcement Number:	OAMM 05-03
Position Title:	Contract Specialist
Pay Plan, Series & Grade:	GS 1102 - 13
Promotion Potential:	NONE
Salary Range:	\$72,108 - \$93,742
Number of vacancies:	Multiple
Opening Date:	10/8/2004 12:01:00 AM
Closing Date:	12/17/2004 4:30:00 PM
Location:	Office of Acquisition & Materiel Management, Acquisition Operations Service
Duty Location:	Washington, DC
Area of consideration:	VA Wide & Status Eligibles
Point of contact:	Pam Robinson 202-273-9712

New information has been added to vacancy announcements and you are encouraged to read the entire announcement before you submit your application package. Procedures may have changed and your application may not get full consideration if you do not follow the instructions as outlined.

NOTE: YOU MAY SUBMIT YOUR APPLICATION AND KSAO PACKAGE VIA VA INTRANET BY USING <http://vaww.vairm.vaco.va.gov/hrjobs/Report.asp>

What are the major duties and responsibilities of the position?

"Employees are encouraged to come to VACO Room 140 and review the complete position description. Personal copies of the position description will not be provided due to the number of positions that are posted."

THIS ANNOUNCEMENT IS OPEN CONTINUOUS ALL APPLICATIONS RECEIVED BY OCTOBER 29, 2004 WILL RECEIVE FIRST CONSIDERATION. ADDITIONAL CUT OFF DATES ARE AS FOLLOWS: NOVEMBER 19, 2004 AND DECEMBER 17, 2004. A Contract Specialist performs the following duties:

- Performs contractual aspects of the Agency's A-76 program for all ADP/Telecommunications services.
- Advises program officials on procurement related matters and participates in preparing any necessary statements of work and specifications
- Prepares Determinations and Findings for negotiated procurements and solicitation documents. Analyzes cost proposals and makes appropriate decisions relating thereto, such as determination of competitive ranges. Conducts conferences with prospective contractors to arrive at a clear

understanding of solicitation requirements.

- Negotiates with contractors for the best price, terms and conditions and explores innovative and new approaches to contracting. Performs contract administration with assistance from the contract administrator. Issues all notices required by the contract, issues final payments, and initiates and finalizes contract close-outs.

What qualifications are required?

- Basic Requirements for the GS-13 and Above
- A. Completion of all mandatory training prescribed by the head of the agency for progression to GS-13 or higher level contracting positions, including at least 4-years experience in contracting or related positions. At least 1 year of that experience must have been specialized experience at or equivalent to work at the next lower level of the position, and must have provided the knowledge, skills, and abilities to perform successfully the work of the position.
- AND
- B. A 4-year course of study leading to a bachelor's degree, that included or was supplemented by at least 24 semester hours in any combination of the following fields: accounting, business, finance, law, contracts, purchasing, economics, industrial management, marketing, quantitative methods, or organization and management.
- C. Exceptions: Employees in GS-1102 positions will be considered to have met the standard for positions they occupy on January 1, 2000. This also applies to positions at the same grade in the same agency or other agencies if the specialized experience requirements are met. However, they will have to meet the basic requirements and specialized experience requirements in order to qualify for promotion to a higher grade, unless granted a waiver under Paragraph D.
- D. Waiver: When filling a specific vacant position, the senior procurement executive of the selecting agency, at his or her discretion, may waive any or all of the requirements of Paragraphs A and B above if the senior procurement executive certifies that the applicant possesses significant potential for advancement to levels of greater responsibility and authority, based on demonstrated analytical and decision making capabilities, job performance, and qualifying experience.

Specialized experience is experience related to the work to be performed. It may be gained in the following ways

- • Knowledge of Federal and VA Acquisition Regulation sufficient to prepare solicitation documents and award contracts.
- • Skill in negotiation techniques to conduct contract negotiations and to

meet and deal with high level business, industry, scientific, and/or Government officials.

PLEASE SEE QUALIFICATION REQUIREMENTS

How is my application evaluated?

Any substitution of education for experience will be made using OPM guidelines. If you meet the minimum qualification requirements your application will be further evaluated to determine the extent your work or related experience, education, training, awards, outside activities and supervisory appraisal (if requested) shows you have the knowledges, skills and abilities (KSAs) of the position. KSA statements must show clear, concise examples of level of accomplishment and the degree to which you possess the KSA. If you paraphrase the KSA without giving examples, you will not receive credit. The information provided is used to determine “best qualified” candidates either by a single evaluator or a rating panel.

What do I need to know before I apply for this position?

This announcement is a solicitation for applications from current VA employees for competitive promotion consideration. It does not restrict the right to consider or select applicants from any other recruitment source such as:

- Reassignment
- Appointment
- Demotion
- Reinstatement
- Transfer
- Special appointing authorities – 30%+ disabled veteran, VEOA, Schedule A, and others

Some announced vacancies are not filled through the merit promotion plan.

VA CTAP candidates:

Displaced or surplus employees in the local commuting area will receive special selection priority if determined “well qualified” for this position. To be considered candidates must be considered well qualified and able to perform the duties of the position without any additional training or coaching. This requires a comprehensive knowledge of cost and price analysis and subsequent audit

functions in sufficient detail to detect inconsistencies in cost proposals and to prepare, in easily understood terms, results of audit reports. Candidates must submit documentation of eligibility under the VA Career Transition Assistance Program to be offered special selection priority.

Equal Employment Opportunity: Actions to fill this position will not be based on discriminatory factors that are prohibited by law. All applicants will receive consideration without regard to non-merit reasons (race, sex, national origin, age, religion, handicap or any other non-merit factor).

Reasonable Accommodation: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the specialist listed in the announcement. The decision on granting reasonable accommodation will be on a case-by-case basis.

What other information do I need to know?

This information is important to know before you apply for the position:

- All qualification requirements must be met within 30 days of the closing date of the announcement.
- Applicants must meet time-in-grade requirements within 30 days of the closing date of the announcement.
- A one-year probationary period is required if you haven't previously completed one.
- Non-VA employees may be subject to drug testing.
- This position is excluded from the bargaining unit.
- This is a career (permanent) position with a full time tour of duty.
- Travel may be required.
- Relocation expenses are authorized.
- The position has no known promotion potential.
- Salary includes 14.63% locality pay adjustments for the Washington, DC – Baltimore, MD area.
- Current permanent Veterans Canteen Service employees may apply for consideration under this vacancy announcement.
- More than one position may be filled from this announcement if identical vacancies occur within 90 days from the date of the issuance of the certificate.

How do I apply?

To apply for this position you must submit all required forms by **4:30 pm (Eastern Time) on the closing date of the announcement.**

- The electronic application process requires that your application and KSA package be completed by that time.

- Electronic application packages cannot be accepted beyond the posted closing time.
- Postmarks are not acceptable.
- Application packages that are hand carried must be stamped in by the closing date and time.
- All applications and supplemental information must have your name and announcement number on each page.

The following forms are required to complete your application package:

An Optional Form (OF) 612, or Standard Form (SF) 171, Application for Federal Employment, resume containing data required by OF-612 or VA electronic resume format.

A copy of your most recent performance appraisal.

VA Form 5-4676a, Employee Supplemental Qualifications Statement, describing possession of the rating factors, or bond paper addressing your possession of the rating factors. (electronic version may be submitted)

A copy of your most recent SF50, "Notification of Personnel Action" which shows your current title, series, grade, tenure and position occupied.

Application forms are available at <http://www.opm.gov/forms/index.htm> or <http://vaww.indianapolis.med.va.gov/hr forms/index.htm>

What are the rating factors?

The rating factors are the KSAs listed below. The rating factors package must be received by the closing date of the announcement. (See "How do I apply?")
Postmarks are not acceptable.

- Knowledge of Federal Acquisition laws and regulations.
- Skill in communicating orally and in writing.
- Ability to provide superior customer service in a fast paced environment.
- Skills in applying sound business practices in the acquisition process.
- Skill in identifying and solving problems related to the acquisition process.

Where do I submit my application?

Applicants must submit complete application packages as described.

If you submit the electronic version of the application and KSA statement you may FAX the required information to complete the application package. Receipt of any other material (applications, KSA statements or material NOT associated with the electronic version) or documents related to application packages mailed, delivered or hand carried will not be accepted.

- Applications may be sent via the VA Intranet at <http://vaww.vairm.vaco.va.gov/hrajobs/Report.asp>.
- You may FAX your supplemental material to 202-273-7047.
- You must include your name and announcement number on all materials.
- No applications will be accepted at this fax number.

- US mail send to:
 - Department of Veterans Affairs
 - VA Central Office
 - Central Office Human Resources Service (05HRS3)
 - 810 Vermont Avenue, NW
 - Washington, DC 20420

- Courier service (FedEX, UPS, etc.) send to:
 - Department of Veterans Affairs
 - Central Office Human Resources Service (05HRS3)
 - Room 140/142
 - 810 Vermont Avenue, NW
 - Washington, DC 20420

- Hand carry to:
 - VACO, Central Office Human Resources
 - 810 Vermont Avenue, NW
 - Washington, DC 20420
 - Room 140/142

If you slide your application package under the door of room 140/142 after 4:30pm on the closing date, your application is not on time and you will not receive consideration for the position. It is your responsibility to stamp the application to insure its receipt by 4:30 p.m on the closing date.

All questions relating to this position must be directed to the HR specialist whose name and phone number appears at the beginning of the announcement.